

**Town of Southhold
Community Preservation Fund
Management and Stewardship Plan
2015**

**Adopted by Local Law No. 2 of 2015
March 24, 2015**

**Town of Southold
Community Preservation Fund
Management and Stewardship Plan
2015**

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**Reviewed by:
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Southold Town Board – February 24, 2015**

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I. INTRODUCTION

The Town of Southold has an established Community Preservation Fund in accordance with Town Law 64-e. Town Law 64 –e Section 6 includes a requirement that Towns with a Community Preservation Fund adopt a Management and Stewardship Plan before expending monies from the fund for management and stewardship of lands acquired by the fund.

This Community Preservation Fund Management and Stewardship Plan 2015 (CPF Stewardship Plan 2015) details proposed expenditures from the Community Preservation Fund. The primary purpose of the CPF Stewardship Plan 2015 is to identify how Southold Town will expend monies from the Community Preservation Fund for management and stewardship purposes in 2015 and into 2016. It is intended that the CPF Stewardship Plan 2015 will be amended in early 2016 in conjunction with the Town Board's adoption of the FY2016 budget.

Town Law 64-e Section 3(d) states that not more than ten percent of the fund shall be utilized for the management and stewardship program. In February 2011, the Town of Southold adopted a document entitled Rules and Regulations for CPF Acquisition and Stewardship. The Rules and Regulations were adopted by the five East End Towns for the purpose of standardizing the application of the Community Preservation Fund state statute, Town Law 64-e. The Rules and Regulations establish how to calculate the 10% allowed for management and stewardship as follows: "The ten percent of the fund limitation for management and stewardship costs relates to the annual fund revenues. The last full calendar year of known revenue shall be used to determine the maximum amount permitted to be expensed for management and stewardship programs."

The Town of Southold's CPF Stewardship Plan 2015 provides a secondary purpose of showing all expenditures budgeted to the Community Preservation Fund, including those which do not relate directly to management and stewardship. Community Preservation fund expenditures are broken down into three categories; CPF Stewardship/Management, CPF Acquisition and CPF Debt Service.

The Town has adopted a Community Preservation Project Plan, known as the CPF Plan. The CPF Plan is a separate document from the CPF Stewardship Plan 2015; the CPF Plan identifies how the Town intends to preserve or protect properties and includes a list of eligible properties for acquisition, the CPF Stewardship Plan 2015 identifies how the Town will expend monies from the Community Preservation Fund.

II. PROJECT LIST AND COST ESTIMATES

Fee title properties acquired fully or in partnership with Town Community Preservation Funds for open space purposes are listed in the Project List and Cost Estimates table included as Attachment A. The table shows proposed projects and cost estimates for each property for 2015 and into 2016.

The Project List and Cost Estimate table is a list of the estimated type of work proposed to be performed on each property. The Project List and Cost Estimate table is intended to reflect a work plan outlined in a specific property Management Plans, if such exist. The Project List and Cost Estimate table is not intended to allow for work to be performed that is not approved in a specific property Management Plan or as approved by the Land Preservation Committee and/or Town Board.

The costs shown per project are estimated. The Project List and Cost Estimates table includes proposed projects that are subject to prioritization, completion of specific property Management Plans and Land Preservation and/or Town Board approval. It is understood that not all projects will be approved or completed during FY2015.

In addition to acquiring fee title for open space purposes, the Town acquires easements on properties for purposes of open space preservation and farmland preservation. When the Town purchases easements the landowner remains the steward of the land. The Town performs yearly monitoring of easements. During FY2015 monitoring is proposed to be performed by LPD Staff and the volunteer Land Preservation Committee Members, and is not a separate expenditure charged to the Community Preservation Fund. These properties are not included within the Project List and Cost Estimates table.

III. STEWARDSHIP AND MANAGEMENT EXPENDITURES

The section of the adopted Town FY2015 budget for stewardship and management expenditures from the Community Preservation Fund and total cost estimates from the Project List and Cost Estimates are shown in the Table below. The FY2015 budget was prepared in July 2014. Since adoption of the FY2015 budget, some revisions have been made to proposed stewardship and management projects; thus the difference between the adopted budget and the estimates for the CPF Stewardship Plan. Details are described in the section after the Table.

Expenditures/ Town Budget #	Adopted Budget 2015	Estimate for CPF Stewardship Plan 2015	Category
Site Development Personal Services, Full Time Employees, Reg Earnings H3.1620.1.100.100	\$47,542	\$57,580	Stewardship/ Management
Contractual Expense: Misc Supplies H3.1620.4.100.100	\$36,050	\$42,750	Stewardship/ Management
Land Stewardship/Management H3.8710.2.400.200	\$180,000	\$145,000	Stewardship/ Management
Part Time Regular Earnings H3.8710.1.200.100	\$27,336	Vacant Position	Stewardship/ Management
STEWARDSHIP/MANAGEMENT EXPENDITURE	\$290,928	\$245,330	

Town Law 64-e Section 3(d) states that not more than ten percent of the fund shall be utilized for the management and stewardship program. The last full calendar year of known revenue for Southold Town was FY 2014. The known revenue was \$6,060,254; therefore \$606,025 is permitted to be expensed for management and stewardship programs.

The costs shown per project are estimated and it is understood that not all projects will be approved or completed. In addition, some projects are eligible for grant funding. Charges for these projects will be charged to the CPF budget and the Town will be reimbursed from the awarded grants. All grant re-imbursements will be deposited into the Community Preservation Fund.

The total projected cost is below that of the 10% allowance; therefore, even in the unlikely circumstance that all projects as proposed are completed the expenditure will be below that of the 10% allowance.

DETAILS FOR STEWARDSHIP AND MANAGEMENT EXPENDITURES

▪ **Site Development Personal Services, Full Time Employees, Reg Earnings**

This line is for Stewardship work performed by Department of Public Works (DPW) Staff on properties purchased with Community Preservation Funds.

Typical work includes activities/improvements necessary to sustain public access such as trail improvements, pruning and upkeep, invasive species removal, parking area creation/upkeep, initial debris removal, signage, fencing, restoration and similar types of activities. Other more specific activities/ improvements are listed in individual Management Plans for the specific property.

Specific properties on which work will take place and estimated cost per property are listed in Attachment A (Project List and Cost Estimates.)

DPW Staff are not dedicated exclusively to implementing the CPF Plan. Cost will be documented by a time accounting system and no more than the cost of the actual time expended directly dedicated to implementing the provisions of the CPF Plan will be charged to the Community Preservation Fund.

▪ **Contractual Expense: Misc Supplies**

This line is for Stewardship supplies and materials for projects on properties purchased with Community Preservation Funds. Supplies and materials for projects include, but are not limited to: supplies/materials for grassland restoration and native plantings; supplies/materials for creation/upkeep of parking areas, lumber for kiosks, benches, and boardwalks, signs, chains, gates, and equipment.

Specific properties on which work will take place and estimated cost per property, are listed in Attachment A (Project List and Cost Estimates.)

▪ **Land Stewardship/Management**

This line is for land stewardship management such as Flora & Fauna inventories, site restoration, trail improvements, invasive species removal, parking area improvements, initial debris removal, tree removal and other similar types of work performed by non-town employees on properties purchased with CPF.

All independent contractors will assist the Town in implementing the provisions of the Community Preservation Plan as noted in Attachment A. Bills are itemized per project and reflect actual time expended. Specific properties on which work will take

place and estimated cost per property are listed in Attachment A (Project List and Cost Estimates.)

IV. ACQUISITION EXPENDITURES

The section of the adopted Town FY2015 budget for acquisition expenditures from the Community Preservation Fund is shown in the Table below. Details are described in the section after the Table.

All acquisition expenditures are considered preliminary and incidental costs in connection with the acquisition of interest or rights in real property and are not considered management and stewardship costs.

Non-stewardship expenditures are included within the CPF Stewardship Plan to show all expenditures to the Community Preservation Fund.

Town Budget Number	Expenditures	Adopted Budget 2015	Category
H3.1320.4.500.300	Accountants	6,000	Fund Required
H3.8660.2.500.100	Contractual Expense: Legal Counsel	\$50,000	Acquisition
H3.8710.2.400.100	Land Use Consultants	\$55,000	Acquisition
H3.8710.1.100.100	Full Time Employees: Regular Earnings , MTA , Social Security	\$193,474	Acquisition
H3.8660.2.600.100	Land Acquisitions & Appraisals	\$6,949,047	Acquisition
	ACQUISITION EXPENDITURE BUDGET WITHOUT LAND ACQUISITIONS	\$304,474	
	ACQUISITION EXPENDITURE BUDGET WITH LAND ACQUISITIONS	\$7,253,521	

DETAILS FOR ACQUISITION EXPENDITURES

▪ Accountant

This line is for required Audit of Community Preservation Fund.

▪ **Contractual Expense: Legal Counsel**

This line is for Legal Counsel pertaining to acquisitions for properties funded by the Community Preservation Funds.

▪ **Land Use Consultants**

The Town has a contract agreement with the Peconic Land Trust for Conservation Planning, Acquisition and Professional Services. The contracted amount for FY2015 with the Peconic Land Trust is for a total of \$55,000 for assisting the Town in implementing the provisions of the Community Preservation Plan. Monthly bills are itemized per project and reflect actual time expended.

▪ **Full Time Employees: Regular Earnings, MTA, Overtime Earnings and Social Security**

These lines include salaries, MTA Tax, overtime and social security for:

- Land Preservation Coordinator. The duties and responsibilities of this employee are directly dedicated to implementing the provisions of the Community Preservation Plan and Fund. Duties include acquisition as the primary duty, stewardship is secondary.
- Senior Administrative Assistant to Land Preservation Department. The duties and responsibilities of this employee are directly dedicated to implementing the provisions of the Community Preservation Plan and Fund. Duties include acquisition as the primary duty, stewardship is secondary.

▪ **Land Acquisitions**

The Land Acquisition line includes funds for land and easement purchases in addition to the costs associated with purchase; appraisal, survey, title, environmental site assessment and real estate property tax. This is based on estimated CPF revenue for FY 2015 and does not include grant awards as reimbursement date is unknown.

V. DEBT SERVICE EXPENDITURES

The section of the adopted Town FY2015 budget for debt service expenditures from the Community Preservation Fund is shown in the Table below. Details are described in the section after the Table.

H3.9710.6.100.100	Serial Bond Principal	\$1,338,500	Debt Service
H3.9710.7.100.100	Serial Bond Interest	\$1,007,000	Debt Service
	TOTAL 2015 (CPF) DEBT EXPENDITURE BUDGET	\$2,345,500	

The Town Board authorized \$22.5 million in bonds to acquire and manage rights in real property in furtherance of the Community Preservation Fund. Although these bonds are backed by the full faith and credit of the Town of Southold, repayment of the bonds, both principal and interest, is provided by the CPF.

ATTACHMENT A

PROJECT LIST AND COST ESTIMATES
TABLE

PAGES 1- 2

**PROJECT LIST AND COST ESTIMATES
FOR
SOUTHOLD COMMUNITY PRESERVATION FUND
Management and Stewardship Plan 2015
Draft date: February 18, 2015
Draft is cost estimate only. TB/LPC have not approved specific projects.
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Preserve Name (bold) Acquisition Name	SCTM#	Acres	January 2015 status	Total cost for preserve	Land Stewards/ Management budget line: H3.8710.2.400.20 0 Contractors	Site Dev. Personal Services, Full Time budget line: H3.1620.1.100. 100	Supplies and Materials budget line: H3.1620.4.100.100	Description of Proposed Work
Non-site specific trail/mowing/pruning/ upkeep for public access purposes on CPF Preserves open to public	NA		NA Open to Public	\$13,600	\$0	\$13,600	\$0	Typical activities / improvements to sustain public access
Non-site specific Items, equipment (chainsaw, mower, etc.) misc. and contingency for all CPF properties	NA		Open to Public and NA undeveloped	\$20,200	\$0	\$1,500	\$18,700	Improvements (emergency/ contingency) to sustain public access; general supplies, materials, improvements for CPF preserves.
Deer Management on CPF Preserves	NA		Open to Public and NA undeveloped	\$6,500	\$0	\$6,000	\$500	Trails/Zones/Signage for Deer Management Program on CPF Preserve.
Arshamomaque Preserve Levin, Manor Grove	44.-4-5, 45-1-9, 53.-1- 1.2&1.3		82 Open to Public	\$12,750	\$0	\$8,900	\$3,850	Create and expand trail system; boardwalk/kiosk; typical activities / improvements to sustain public access
Custer Preserve Zazacki	70.-8-1		6 Open to Public	\$0	\$0	\$0	\$0	Typical activities / Improvements to sustain public access.
Laurel Lake Preserve (Includes all Town owned Preserve properties with trail agreements)	misc.		Open to Public and x undeveloped	\$25,000	\$0	\$12,500	\$12,500	Mitigation of bluff erosion; misc. trail improvement projects; typical activities / improvements to sustain public access.
Mill Road Preserve McGinnigle	106-6-14 & 20		25 Open to Public	\$5,000	\$0	\$5,000	\$0	Invasive species removal; typical activities / improvements to sustain public access.
Paul Stoutenburgh Preserve (f.k.a Arshamomaque Pond) Neuer/Sutermeister & John Q. Adams Estate & Aurichlo	56.-1-6 & 56.-1- 8.1,10 & 56.-4-16	52.1 (23.+27.8+1 .3)	Open to Public	\$1,500	\$0	\$500	\$1,000	Parking Area re-design; typical activities / improvements to sustain public access.
Pipes Cove Preserve Posillco /Westbury Properties	53.-1-7 & 53-3- 15.1		5 Open to Public	\$0	\$0	\$0	\$0	No Improvements proposed.
Ruth Oliva Preserve at Dam Pond (f.k.a. Dam Pond Maritime Reserve) Lettieri/Dam Pond/PLT & Lettieri/Dam Pond/PLT & Dam Pond/Gazza/Lettieri	23.-1- 20.1 & 31-5-1.2 & 22.-3- 22.1	37.08 (0.54 & 14.9 & 21.64)	Open to Public	\$7,280	\$0	\$7,280	\$0	Meadow restoration; invasive species removal; typical activities / Improvements to sustain public access.
Silver Eel Preserve (FITF, LLC, Dixon Harvey)	9.-8-2		2 Open to Public	\$0	\$0	\$0	\$0	No Improvements proposed.
Sound View Dunes Park Blitner /Moeller/T.M.J. Realty	58.-1-1 & 58-1- 17.2, 17.3		57 Open to Public	\$70,000	\$65,000	\$0	\$5,000	Phrag. eradication plan (grant funded); typical activities / Improvements to sustain public access.
Blackham	74.-1-3		0 Undeveloped	\$0	\$0	\$0	\$0	No Improvements proposed.
C&D Realty	113-4-1		1 Undeveloped	\$0	\$0	\$0	\$0	No Improvements proposed.

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Preserve Name (bold)	SCTM#	Acres±	January 2015 status	Total cost for preserve	Land Stewards/ Management budget line: H3.8710.2.400.20 0 Contractors	Site Dev. Personal Services, Full Time budget line: H3.1620.1.100. 100	Supplies and Materials budget line: H3.1620.4.100.100	Description of Proposed Work
Corey Creek Preserve Blocker	87.-6- 12.1	45	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Damlanos	59.-3- 28.4	22	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Dickerson Estate	115-12-1	0	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Drum/Saland	87.-1-26	2	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Frad	56.-4-4	0	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Heaney	34.-1-7, 34.-1-4	8	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Mayne	68.-4-11	3	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
North Bayview Preserve: Forestbrook / J&C Holdings	79.-2-7	26	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
North Bayview Preserve: Hurlado	79.-5- 20.13	16	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
North Bayview Preserves: Zoumas	79.-4- 17.17	37	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Peconic Land Trust/Palmer	56.-5- 12.1	1	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Pipes Cove Preserve Carroll, Carla	53.-3-2	11	Undeveloped	\$500	\$0	\$500	\$0	Debris removal.
Pipes Cove Preserve Reese	45.-5-5	47	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Pipes Cove Preserve Stackler	45.-5- 7.1, 7.2 & 47- 2-33, 34 & 53-1- 18	35	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Pipes Cove Preserve Waldron	53-2-5	3	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Pipes Cove Preserve: Pekunka	53.-1-6	10	Undeveloped	\$0	\$0	\$0	\$0	No improvements proposed.
Sill	45.-5-3 & 4	24	Undeveloped	\$75,000	\$75,000	\$0	\$0	Building demo. (dependent on life estate status)
Tall Pines VJ Dev Corp & Paradise Point Holding Corp.	79.-8-16 & 81.-2-5	22	Undeveloped	\$8,000	\$5,000	\$1,800	\$1,200	Hiker gates; tree removal; typical activities / improvements to sustain public access.
Whitcom Preserve	14.-2-1.4	16	Undeveloped	\$0	\$0	\$0	\$0	Invasive species removal (potential for grant funding)
TOTALS				\$245,330	\$145,000	\$57,580	\$42,750	